USER MANUAL

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INSTALLATION

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Step One

To obtain the installation files, simply open a web browser and navigate to www.fueledonline.com, or click on the links below.

Download and save the following files to your desktop, or any folder of your choosing:

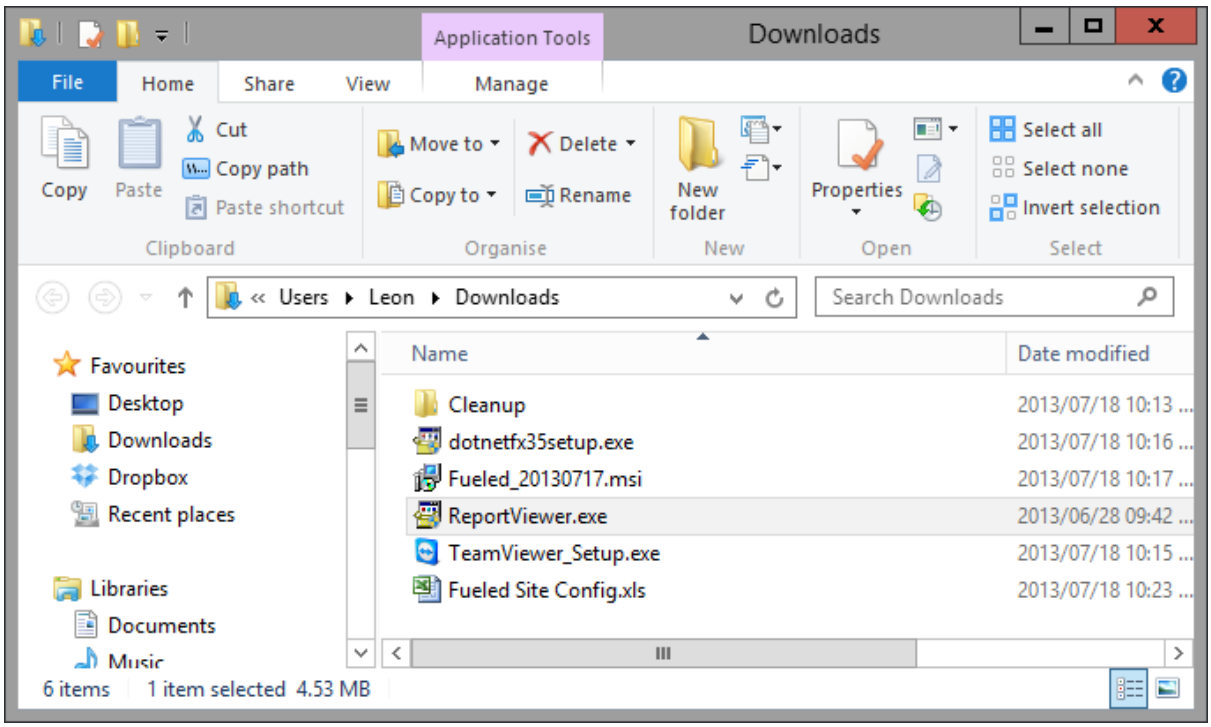
- Fueled Installer [download]
- Microsoft Report Viewer 2010 [download]
- TeamViewer [download]

> *TeamViewer is only necessary should you ever require remote assistance from Kratos Software.*

Step Two

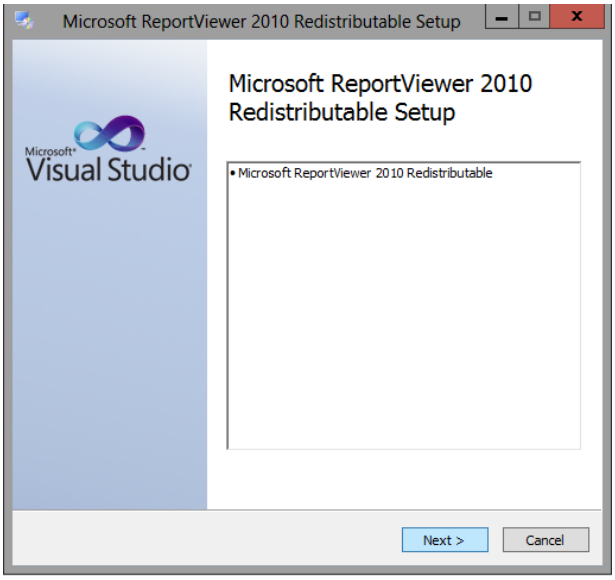
Navigate to the folder where you saved the files on your computer.

Double-click on the file called **ReportViewer.exe**, or just **ReportViewer** (Depending on how your computer is set up).

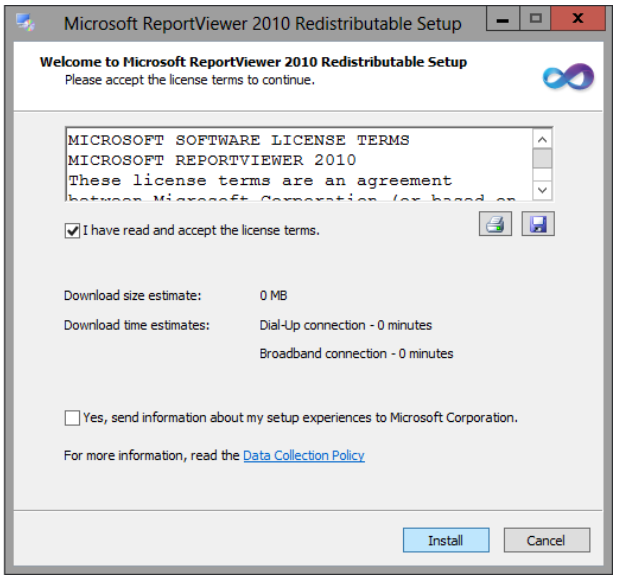


Follow the on-screen prompts to install the package:

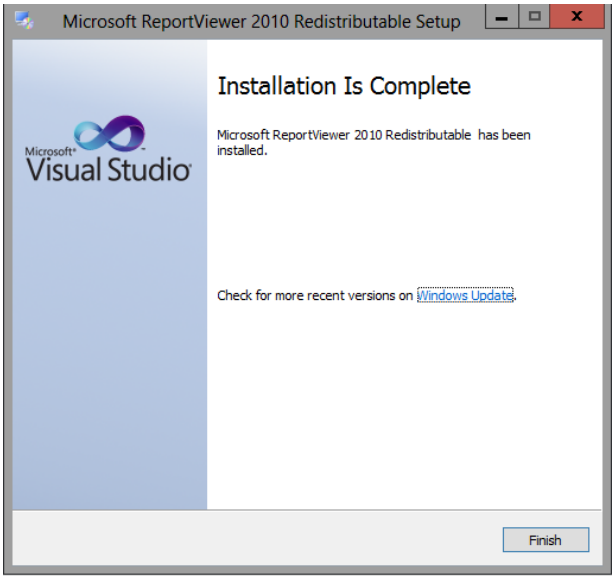
1. Click the Next button;



2. Accept the Licence terms and click the Install button;

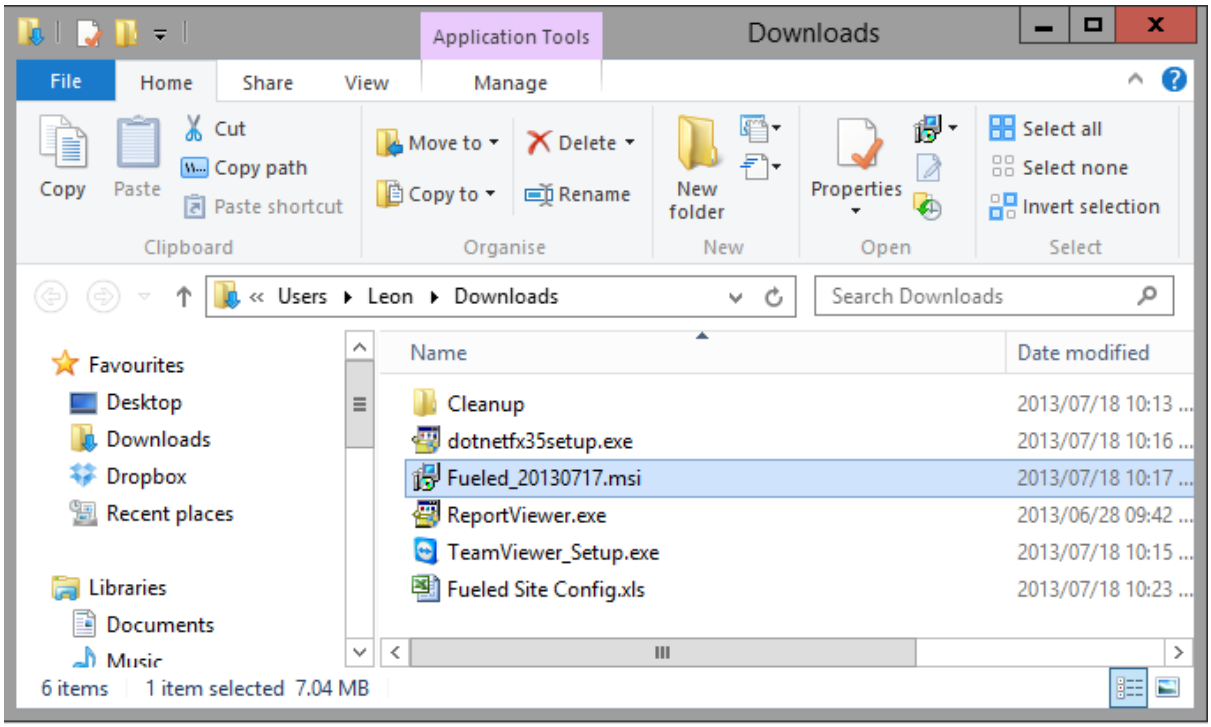

Microsoft ReportViewer 2010 Redistributable Setup
Welcome to Microsoft ReportViewer 2010 Redistributable Setup
Please accept the license terms to continue.
MICROSOFT SOFTWARE LICENSE TERMS
MICROSOFT REPORTVIEWER 2010
These license terms are an agreement
I have read and accept the license terms.
Download size estimate: 0 MB
Download time estimates: Dial-Up connection - 0 minutes
Broadband connection - 0 minutes
Yes, send information about my setup experiences to Microsoft Corporation.
For more information, read the Data Collection Policy
Install
Cancel

3. Click the Finish button once the installation is complete.


Microsoft ReportViewer 2010 Redistributable Setup
Installation Is Complete
Microsoft ReportViewer 2010 Redistributable has been installed.
Microsoft Visual Studio
Check for more recent versions on Windows Update.
Finish

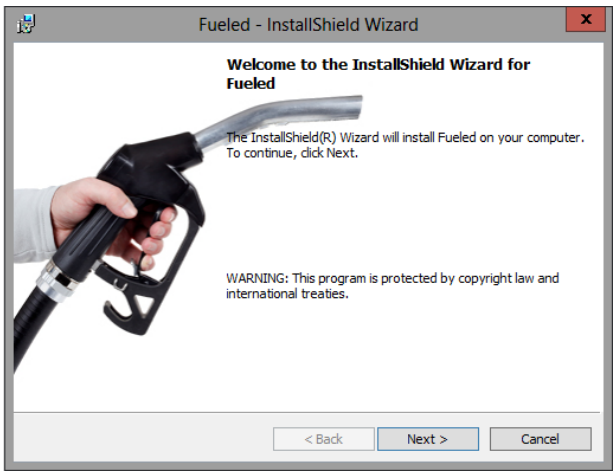
Step Three

Back in the download location, double-click on the file called Fueled.msi.

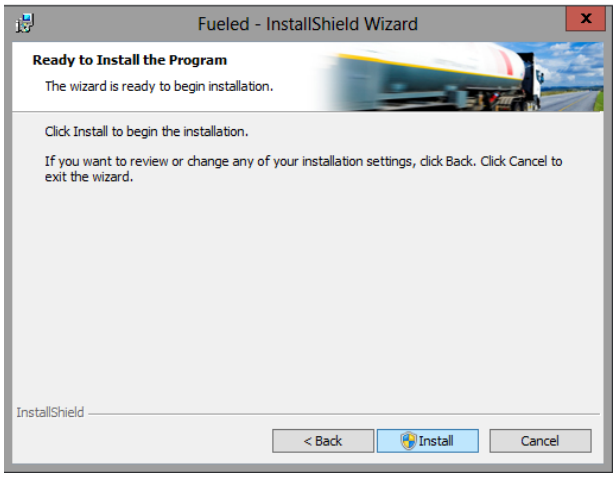


Once again, simply follow the on-screen prompts to install the package:

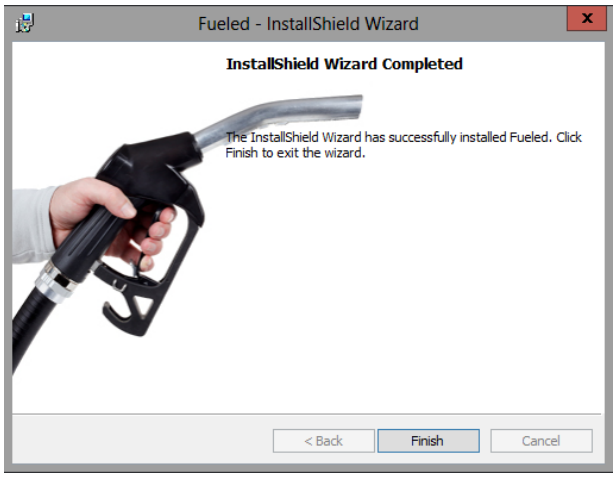
1. Click Next;


Fueled - InstallShield Wizard
Welcome to the InstallShield Wizard for Fueled
The InstallShield(R) Wizard will install Fueled on your computer. To continue, click Next.
WARNING: This program is protected by copyright law and international treaties.
< Back
Next >
Cancel

2. Click Install;


Fueled - InstallShield Wizard
Ready to Install the Program
The wizard is ready to begin installation.
Click Install to begin the installation.
If you want to review or change any of your installation settings, click Back. Click Cancel to exit the wizard.
InstallShield
< Back
Install
Cancel

3. Click Finish once the installation is complete.


Fueled - InstallShield Wizard
InstallShield Wizard Completed
The InstallShield Wizard has successfully installed Fueled. Click Finish to exit the wizard.
< Back
Finish
Cancel

Your installation is now complete.

If the installation is interrupted at any point and you are told that Microsoft .Net 3.5 *is not installed, you can download it from our website at www.fueledonline.com, or directly from this* link.

Should you still have any issues during the installation, please contact Kratos Support on 0861-KRATOS (0861-572867)

STARTING FUELED

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Step One

Double-click the Fueled icon on your desktop to start the application.

Step Two

- Fill in your Username;
- Fill in your Password;
- Select the Remember Username checkbox if you would like the application to remember your Username. This option will not remember your password for security reasons;
- Click the Go button;
- Provided the credentials you supplied are correct, you will now be logged into Fueled.

UNDERSTANDING THE DEALER LANDING PAGE

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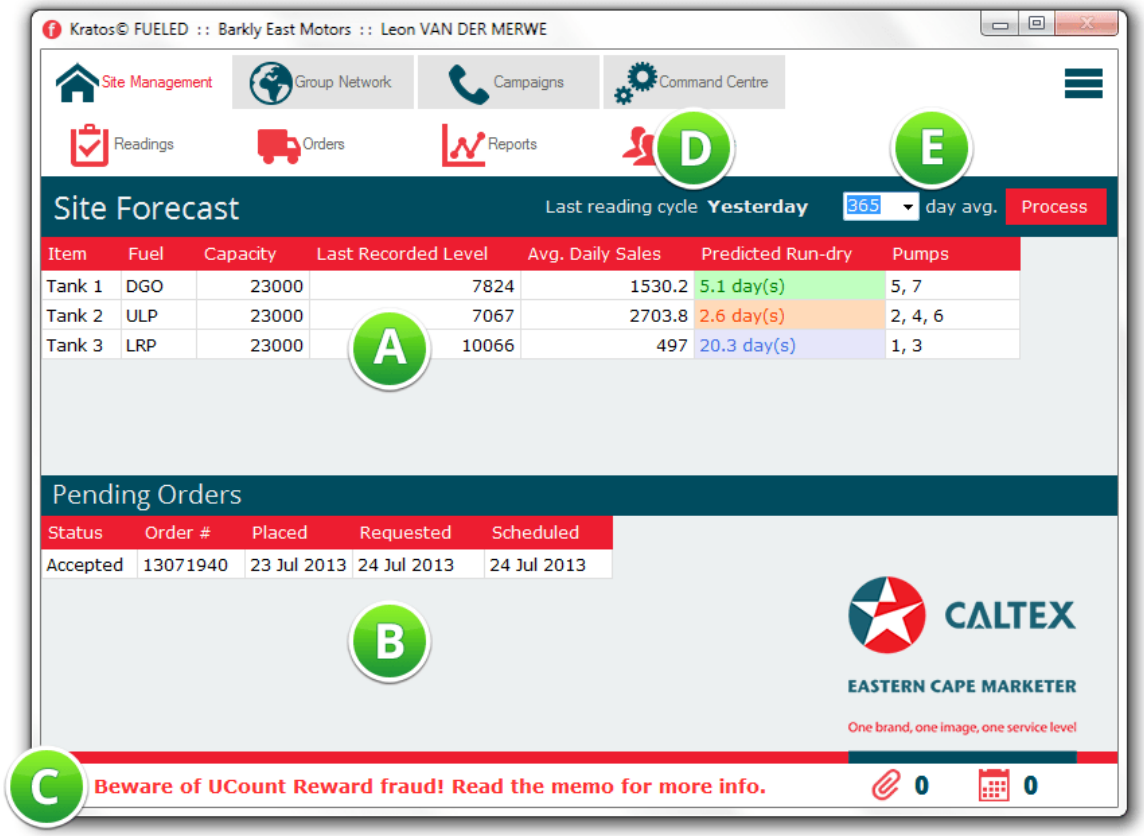
Once you are logged into **Fueled**, you will find yourself at the dealer landing page.



A. Site Forecast
B. Pending Orders
C. News Feed
D. Reading Cycle
E. Average Days Period

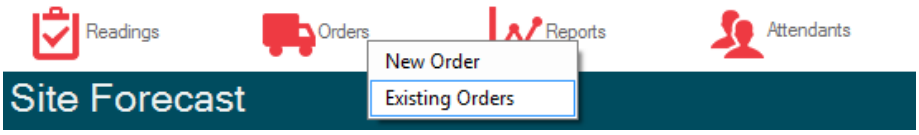
The site-related information shown here will not be available when you first start using Fueled. At least two days' worth of readings will need to be entered into the system.

This screen provides you with an overview of your site. In the example above, under the **Site Forecast** section (A), you can see that based on the last 365 days' sales (E) this site sells, on average, 2703.8 litres of ULP per day. The capacity for ULP at this site is 23000lt and the last recorded level of the ULP tank is 7067lt.
Based on this information, the system has calculated that this site will run dry for the product ULP in 2.6 days.
Keep in mind that the assumption has been made that Fueled will be updated early in the mornings, and that a full day's worth of trading should still happen on the day of input.

Therefore, one of the days in 2.6 days includes today. To clarify, if you were to see this screen on a Tuesday morning after updating your daily readings, the system is then telling you that this site will run dry on Thursday, around noon.

Tuesday = Day 1, Wednesday = Day 2 and Thursday is indicated by the 0.6

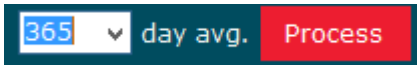
Fortunately in this scenario, under the Pending Orders section (B), you can see that this site has an accepted order on the system which is scheduled for delivery before the predicted run dry date. To see all you orders in detail, click on the Orders icon and then select Existing Orders. Do not do this now as we are still looking at the Dealer landing page.



It is very important to note that you should always look at the last Reading Cycle area before you use any data on this page. As Fueled should be updated daily, this should always show as Yesterday. This tells you that the data is current.

> *Fueled will intelligently take into consideration the last input date vs. the current date when calculating run dry dates. However, this process involves average sales rather than actual sales and may not be as accurate as an up to date reading.*

The average sales will be calculated based on the amount of days input into the system for the relevant branch, up to a maximum of 365 days. The example branch here has been using Fueled for more than two years, so the default is set to 365 days.



Let's assume that we are now in the middle of the seasonal rush. In this case, using 365 days to determine average sales is not correct as this average will be less than the average of the last 5 days trading during this busy period. What this means, is that the predicted run dry date, which is calculated on average sales, will be further away than what it actually is in reality. In this case, you could simply overwrite 365 with a 5 and click process.

Fueled will now calculate your average sales based only on the last 5 days trading, thereby amending the predicted run dry dates to a more appropriate figure.

The News Feed area (C) is where important information can be seen. This information is managed my CECM and is live across the entire network. In this area, you can view information like Price Forecasts, Prize Winners, Urgent Strike Action Notifications, and so on.

INSERTING READINGS FOR THE FIRST TIME

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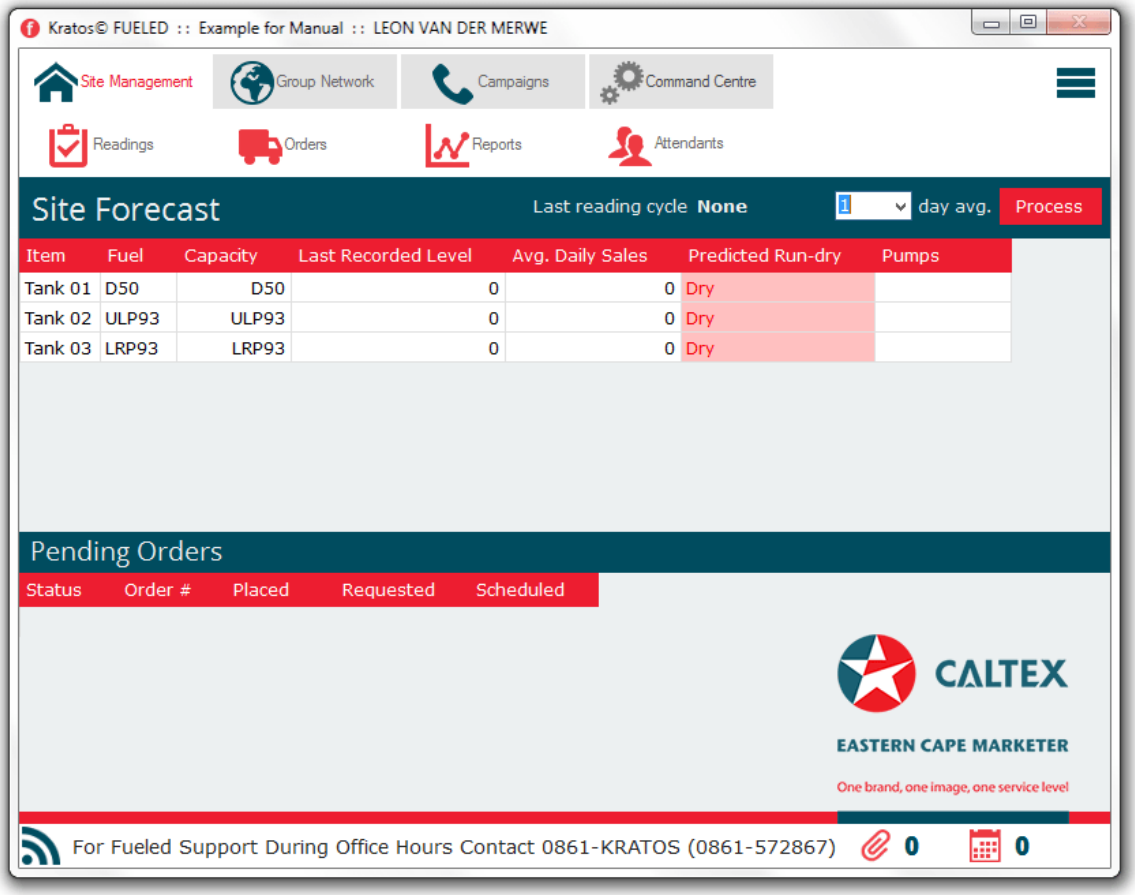
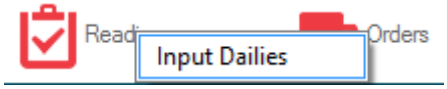
When you log into Fueled for the first time, your Dealer landing page will look like this:



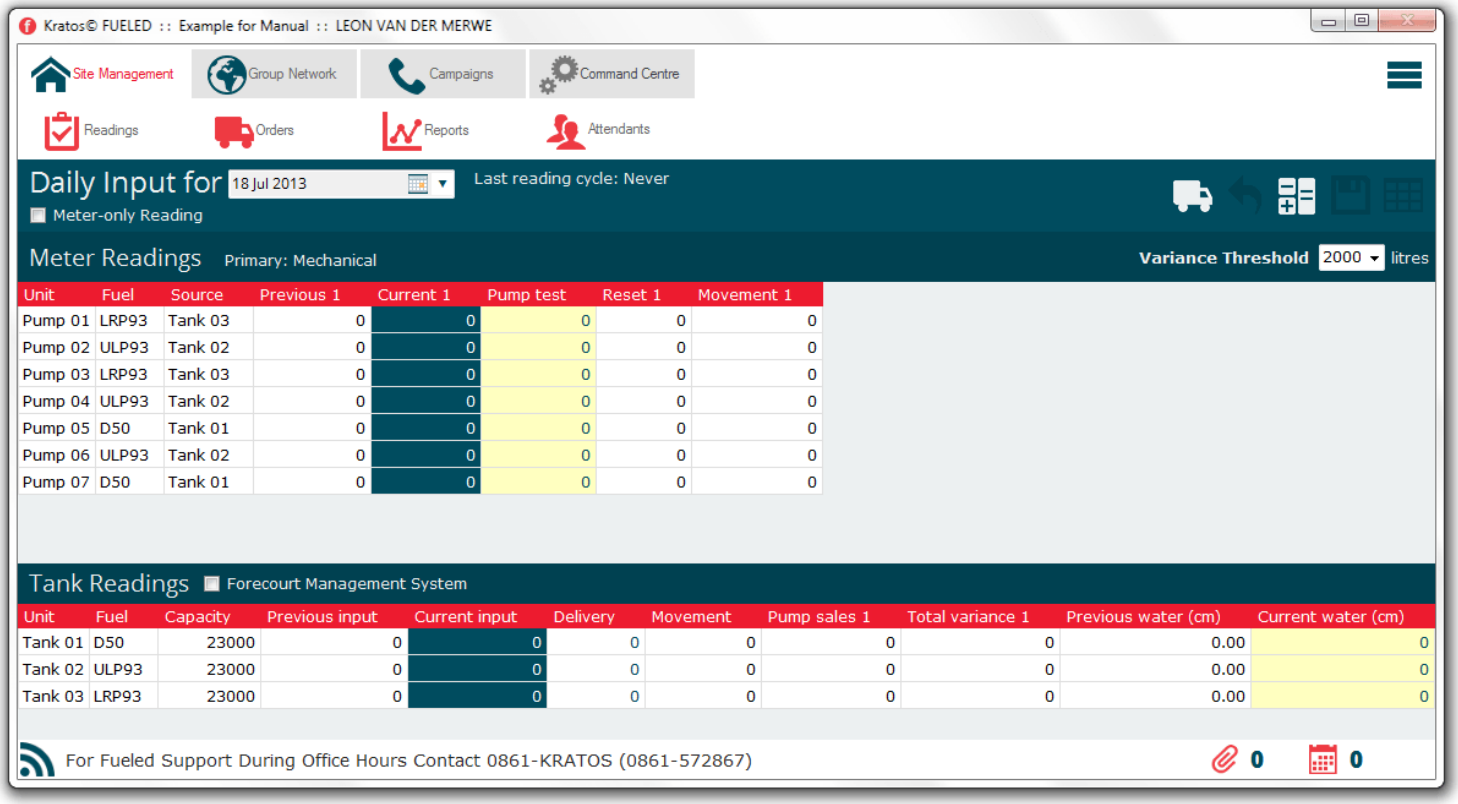
Last Reading Cycle shows NONE and the site displays as dry. This is because no data for your site has as yet been entered into the system. To fix this, we need to input our first readings. To do this:

1. Click on the Readings icon

2. Select Input Dailies from the dropdown menu



This will take you to the Daily Input form


Kratos© FUELED :: Example for Manual :: LEON VAN DER MERWE
Site Management
Group Network
Campaigns
Command Centre
Readings
Orders
Reports
Attendants
Daily Input for 18 Jul 2013
Last reading cycle: Never
Meter-only Reading
Meter Readings
Primary: Mechanical
Variance Threshold 2000 litres
Unit Fuel Source Previous 1 Current 1 Pump test Reset 1 Movement 1
Pump 01 LRP93 Tank 03 0 0 0 0 0
Pump 02 ULP93 Tank 02 0 0 0 0 0
Pump 03 LRP93 Tank 03 0 0 0 0 0
Pump 04 ULP93 Tank 02 0 0 0 0 0
Pump 05 D50 Tank 01 0 0 0 0 0
Pump 06 ULP93 Tank 02 0 0 0 0 0
Pump 07 D50 Tank 01 0 0 0 0 0
Tank Readings
Forecourt Management System
Unit Fuel Capacity Previous input Current input Delivery Movement Pump sales 1 Total variance 1 Previous water (cm) Current water (cm)
Tank 01 D50 23000 0 0 0 0 0 0 0.00 0
Tank 02 ULP93 23000 0 0 0 0 0 0 0.00 0
Tank 03 LRP93 23000 0 0 0 0 0 0 0.00 0
For Fueled Support During Office Hours Contact 0861-KRATOS (0861-572867)
0
0

Before we proceed, some important points need to be noted:

1. Assume you are about to input your readings from the dips that you took this morning. These readings will always be the CLOSING READINGS for the previous day. Therefore, your date selector should NEVER = TODAY.
   This stands to reason, as in the morning you do not have the closing readings for the current day.

2. Fueled is able to manage your site using both mechanical readings and electronic readings. Initially, however, it has been decided to use only Mechanical readings until all users are comfortable with the system. When you feel that you are ready to use both reading systems, please call our support line so that we can set it up for you.

3. As this is the first reading that will go into the system, there is no existing data for Fueled to compare with. You will not see any variations in terms of losses or gains.

Step 1

Enter your pump readings under Meter Readings in the Current 1field

Meter Readings Primary: Mechanical

Unit	Fuel	Source	Previous 1	Current 1	Pump test	Reset 1	Movement 1
Pump 01	LRP93	Tank 03	0	677841	0	0	0
Pump 02	ULP93	Tank 02	0	636938.5	0	0	0
Pump 03	LRP93	Tank 03	0	514911.1	0	0	0
Pump 04	ULP93	Tank 02	0	240988.8	0	0	0
Pump 05	D50	Tank 01	0	508595.9	0	0	0
Pump 06	ULP93	Tank 02	0	15132.2	0	0	0
Pump 07	D50	Tank 01	0	655283.4	0	0	0

Step 2

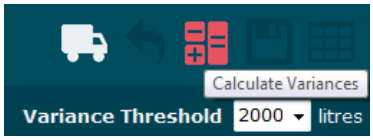
Enter your tank readings under Tank Readings in the Current Input field as shown below:

Tank Readings ☐ Forecourt Management System

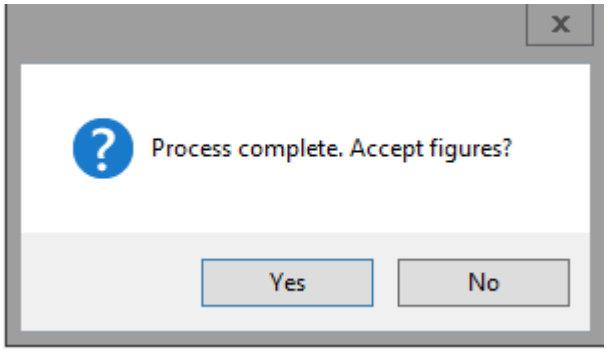
Unit	Fuel	Capacity	Previous input	Current input	Delivery	Movement
Tank 01	D50	23000	0	16793	0	0
Tank 02	ULP93	23000	0	13866	0	0
Tank 03	LRP93	23000	0	12790	0	0

Step 3

Confirm that your readings are correct and proceed by pressing the Calculate Variances button as found in the top right hand area of the screen.

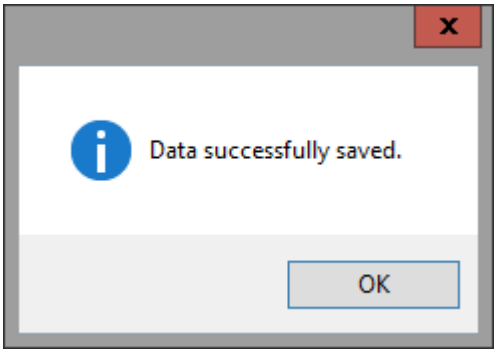


A pop-up window will appear asking you to confirm that your figures are correct. If you are comfortable, click on Yes.



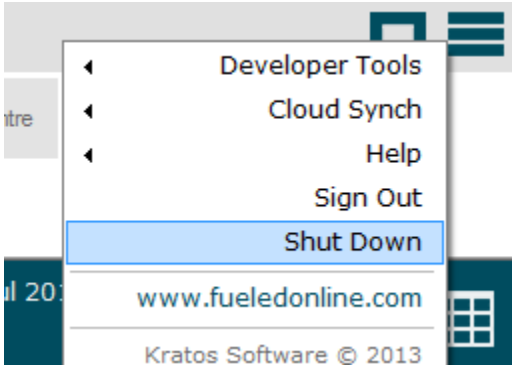
You will now see a Save Results icon that was not previously active. Click on this button to continue.

The process is complete once you see a pop-up window saying Data successfully saved. Click OK to complete the process.



Step 4

You have come as far as you can for one day.
Fueled will need at least two daily readings to function as intended.
For now, click on the top right hand menu icon and select Shut Down.
We will continue tomorrow.



INSERTING YOUR DAILY READINGS

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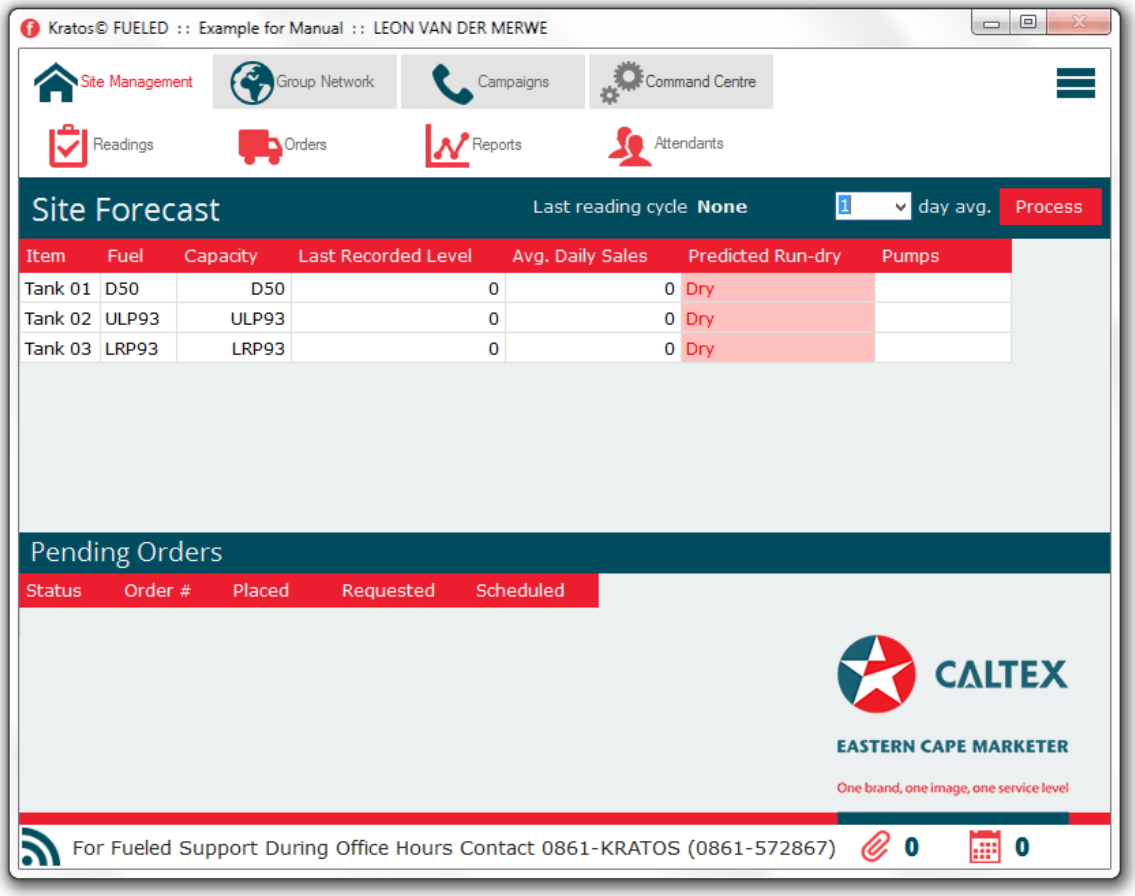
Keep in mind that you will always be a day behind when entering your daily meters and dips into Fueled.
Assume you are about to input your readings from the dips that you took this morning. These readings will always be the CLOSING READINGS for the previous day. Therefore, your date selector should NEVER = TODAY.
This stands to reason, as in the morning you do not have the closing readings for the current day.

When you log into Fueled for the next day after your first input, your Dealer landing page will look like this:



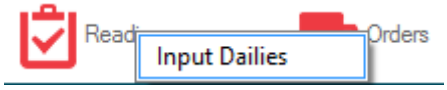
After you input your second readings, this landing page will update to show more relevant information.

Last Reading Cycle shows NONE and the site displays as dry. This is because only data for one day has been entered into the system.

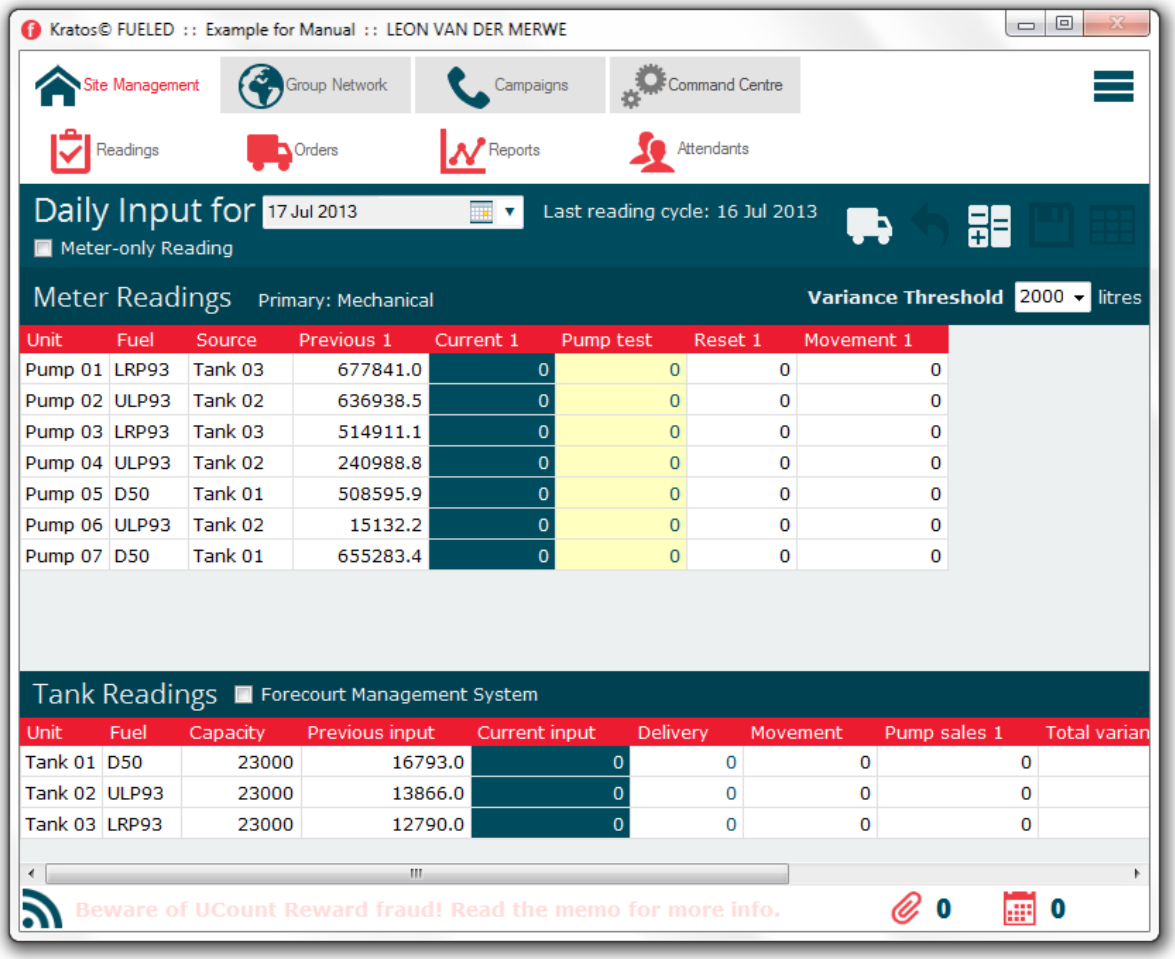
To fix this, we need to input our second reading. To do this:

1. Click on the Readings icon

2. Select Input Dailies from the dropdown menu



This will take you to the Daily Input form


Kratos© FUELED :: Example for Manual :: LEON VAN DER MERWE
Site Management
Group Network
Campaigns
Command Centre
Readings
Orders
Reports
Attendants
Daily Input for 17 Jul 2013
Last reading cycle: 16 Jul 2013
Meter-only Reading
Meter Readings
Primary: Mechanical
Variance Threshold 2000 litres
Unit Fuel Source Previous 1 Current 1 Pump test Reset 1 Movement 1
Pump 01 LRP93 Tank 03 677841.0 0 0 0 0
Pump 02 ULP93 Tank 02 636938.5 0 0 0 0
Pump 03 LRP93 Tank 03 514911.1 0 0 0 0
Pump 04 ULP93 Tank 02 240988.8 0 0 0 0
Pump 05 D50 Tank 01 508595.9 0 0 0 0
Pump 06 ULP93 Tank 02 15132.2 0 0 0 0
Pump 07 D50 Tank 01 655283.4 0 0 0 0
Tank Readings
Forecourt Management System
Unit Fuel Capacity Previous input Current input Delivery Movement Pump sales 1 Total varian
Tank 01 D50 23000 16793.0 0 0 0 0
Tank 02 ULP93 23000 13866.0 0 0 0 0
Tank 03 LRP93 23000 12790.0 0 0 0 0
Beware of UCount Reward fraud! Read the memo for more info.
0
0

Before we proceed, some important points need to be noted:

1. Assume you are about to input your readings from the dips that you took this morning. These readings will always be the CLOSING READINGS for the previous day. Therefore, your date selector should NEVER = TODAY.
   This stands to reason, as in the morning you do not have the closing readings for the current day.

2. Fueled is able to manage your site using both mechanical readings and electronic readings. Initially, however, it has been decided to use only Mechanical readings until all users are comfortable with the system. When you feel that you are ready to use both reading systems, please call our support line so that we can set it up for you.

3. As this is the second reading that will go into the system, there is now data for Fueled to compare this data with. You will now see variations in terms of losses or gains.

Step 1

Enter your pump readings under Meter Readings in the Current 1 field

Meter Readings Primary: Mechanical

Unit	Fuel	Source	Previous 1	Current 1	Pump test	Reset 1	Movement 1
Pump 01	LRP93	Tank 03	677841.0	677993	0	0	0
Pump 02	ULP93	Tank 02	636938.5	638090	0	0	0
Pump 03	LRP93	Tank 03	541911.0	542042	0	0	0
Pump 04	ULP93	Tank 02	240988.8	242145	0	0	0
Pump 05	D50	Tank 01	508595.9	510275	0	0	0
Pump 06	ULP93	Tank 02	15132.2	15606.4	0	0	0
Pump 07	D50	Tank 01	655283.4	655694	0	0	0

Step 2

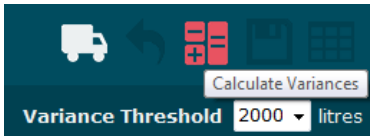
Enter your tank readings under Tank Readings in the Current Input field

Tank Readings ☐ Forecourt Management System

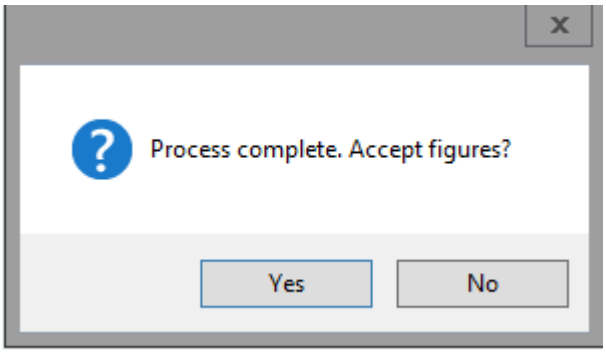
Unit	Fuel	Capacity	Previous input	Current input	Delivery	Movement
Tank 01	D50	23000	15301.0	13221	0	0
Tank 02	ULP93	23000	11618.0	8805	0	0
Tank 03	LRP93	23000	12383.0	12090	0	0

Step 3

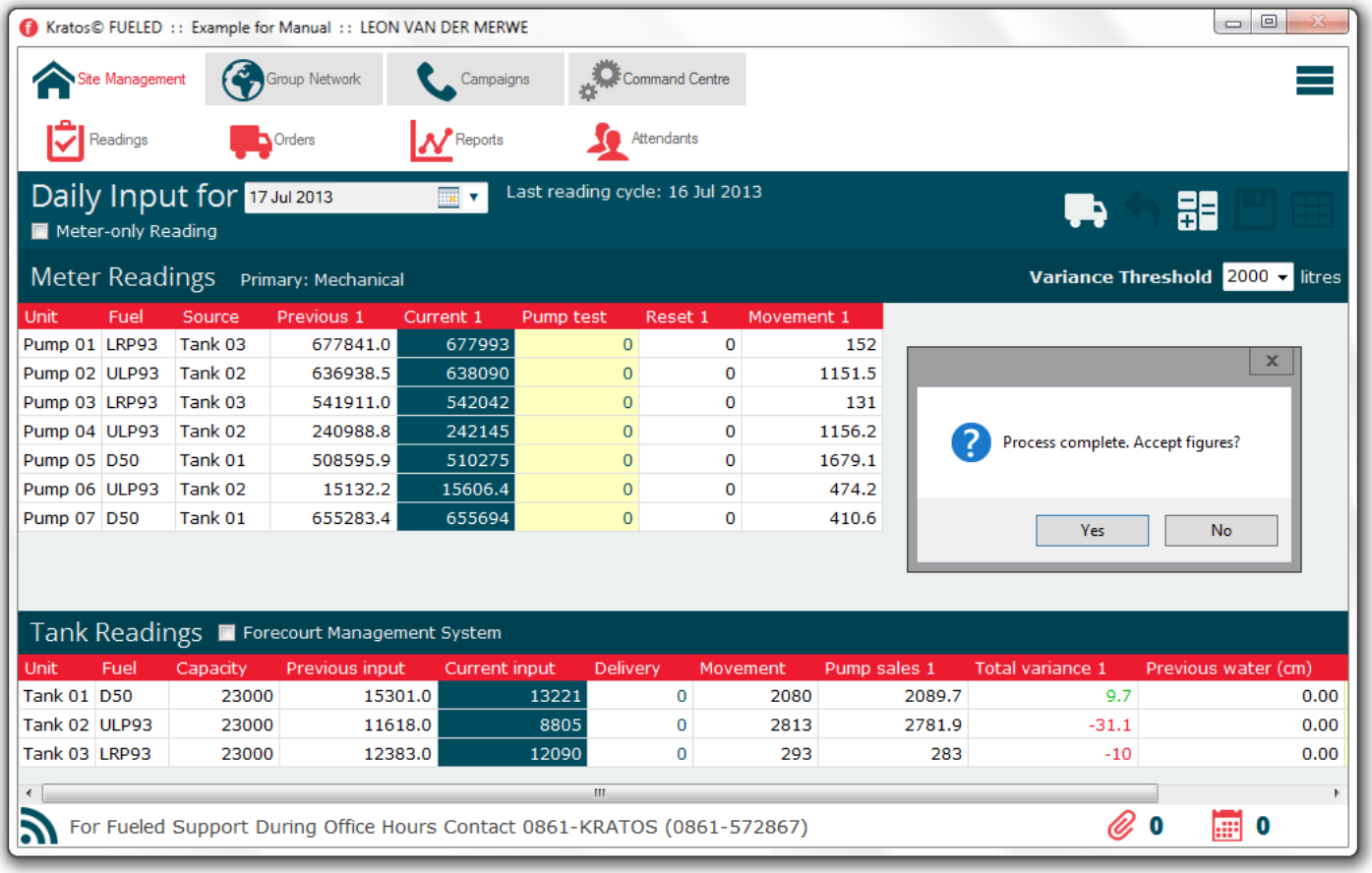
Confirm that your readings are correct and proceed by pressing the Calculate Variances icon as found in the top right hand area of the screen.



A pop-up window will appear asking you to confirm that your figures are correct. If you are comfortable, click on Yes.



Before clicking Yes, *ensure that your variances are within reasonable limits, as can be seen in the* Total Variance 1 *field in the example below. Positive variances will be in green, negative in red.*

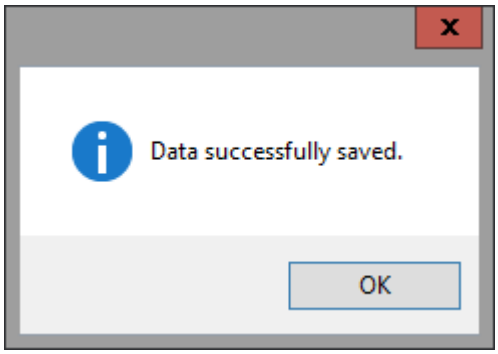

Kratos© FUELED :: Example for Manual :: LEON VAN DER MERWE
Site Management
Group Network
Campaigns
Command Centre
Readings
Orders
Reports
Attendants
Daily Input for 17 Jul 2013
Last reading cycle: 16 Jul 2013
Meter-only Reading
Meter Readings Primary: Mechanical
Variance Threshold 2000 litres
Unit Fuel Source Previous 1 Current 1 Pump test Reset 1 Movement 1
Pump 01 LRP93 Tank 03 677841.0 677993 0 0 152
Pump 02 ULP93 Tank 02 636938.5 638090 0 0 1151.5
Pump 03 LRP93 Tank 03 541911.0 542042 0 0 131
Pump 04 ULP93 Tank 02 240988.8 242145 0 0 1156.2
Pump 05 D50 Tank 01 508595.9 510275 0 0 1679.1
Pump 06 ULP93 Tank 02 15132.2 15606.4 0 0 474.2
Pump 07 D50 Tank 01 655283.4 655694 0 0 410.6
Process complete. Accept figures?
Yes
No
Tank Readings Forecourt Management System
Unit Fuel Capacity Previous input Current input Delivery Movement Pump sales 1 Total variance 1 Previous water (cm)
Tank 01 D50 23000 15301.0 13221 0 2080 2089.7 9.7 0.00
Tank 02 ULP93 23000 11618.0 8805 0 2813 2781.9 -31.1 0.00
Tank 03 LRP93 23000 12383.0 12090 0 293 283 -10 0.00
For Fueled Support During Office Hours Contact 0861-KRATOS (0861-572867)
0
0

If there is a large variance and you can see that you have made an input error, or are simply unsure, just click on No to go back and rectify the problem before recalculating by clicking the Calculate icon again.

Once you are satisfied that everything is in order, click Yes and proceed to the next step.

You will now see a Save Results icon that was not previously enabled. Click on this button to continue.

The process is complete once you see a pop-up window saying Data successfully saved. Click OK to complete the process.

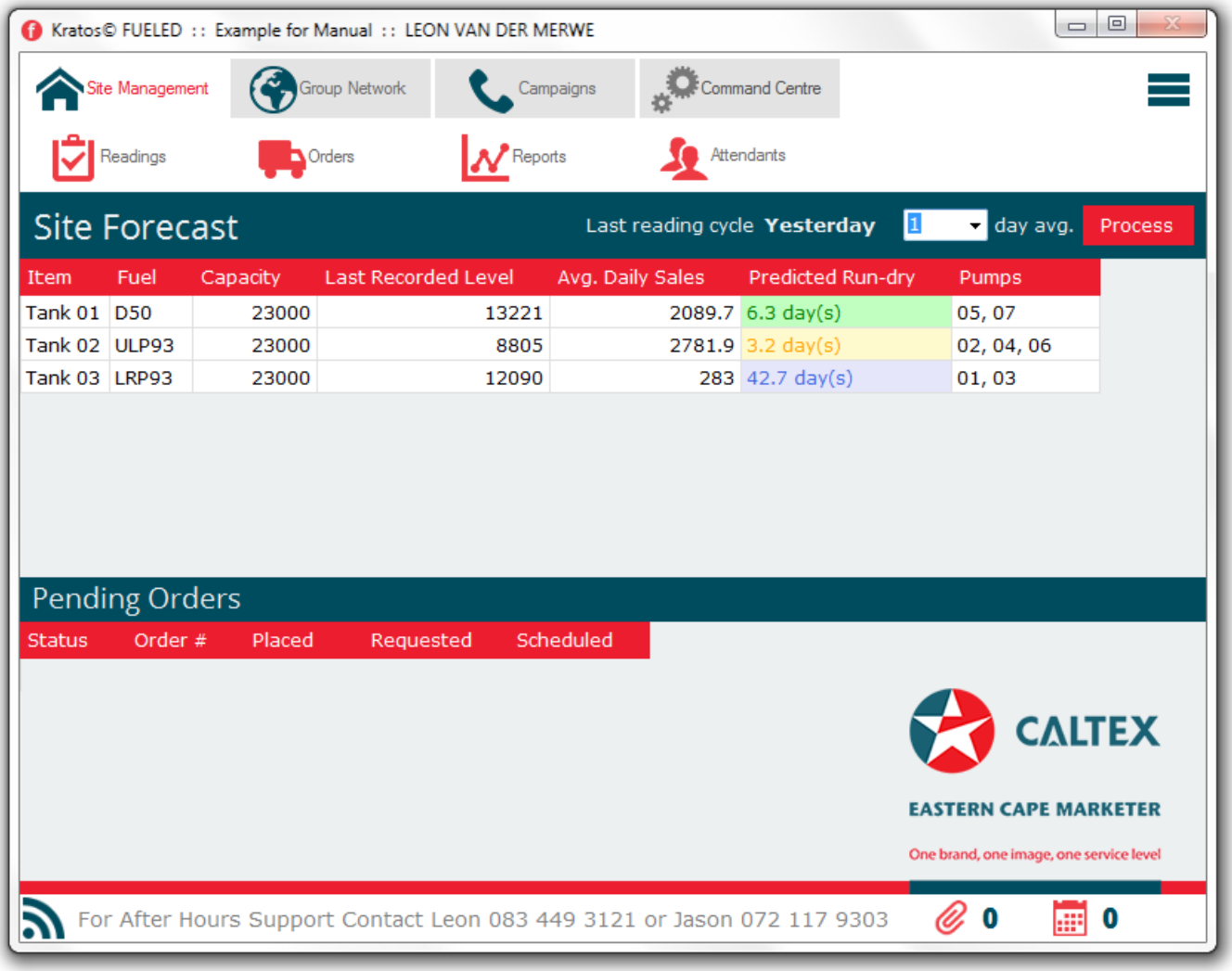


Step 4

If you have just input the most current readings, i.e. Yesterday's readings today, you will be automatically directed back to the Dealer landing page. If not, remember that you can return there at any time by clicking on the Site Management button on the main menu.

Step 5

As you will notice in the following image, the Dealer Landing page has been updated and you can now see Predicted Run-dry dates.


Kratos© FUELED :: Example for Manual :: LEON VAN DER MERWE
Site Management
Group Network
Campaigns
Command Centre
Readings
Orders
Reports
Attendants
Site Forecast
Last reading cycle Yesterday
1
day avg.
Process
Item Fuel Capacity Last Recorded Level Avg. Daily Sales Predicted Run-dry Pumps
Tank 01 D50 23000 13221 2089.7 6.3 day(s) 05, 07
Tank 02 ULP93 23000 8805 2781.9 3.2 day(s) 02, 04, 06
Tank 03 LRP93 23000 12090 283 42.7 day(s) 01, 03
Pending Orders
Status Order # Placed Requested Scheduled
CALTEX
EASTERN CAPE MARKETER
One brand, one image, one service level
For After Hours Support Contact Leon 083 449 3121 or Jason 072 117 9303
0
0

Please keep in mind that, for now, this data is based solely on a single day's trading. The longer you use Fueled the more relevant the data becomes.

Fueled will never replace a manager and you will still need to use your intuition when making decisions for your site.

PLACING AN ORDER

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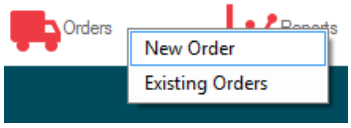
Step 1

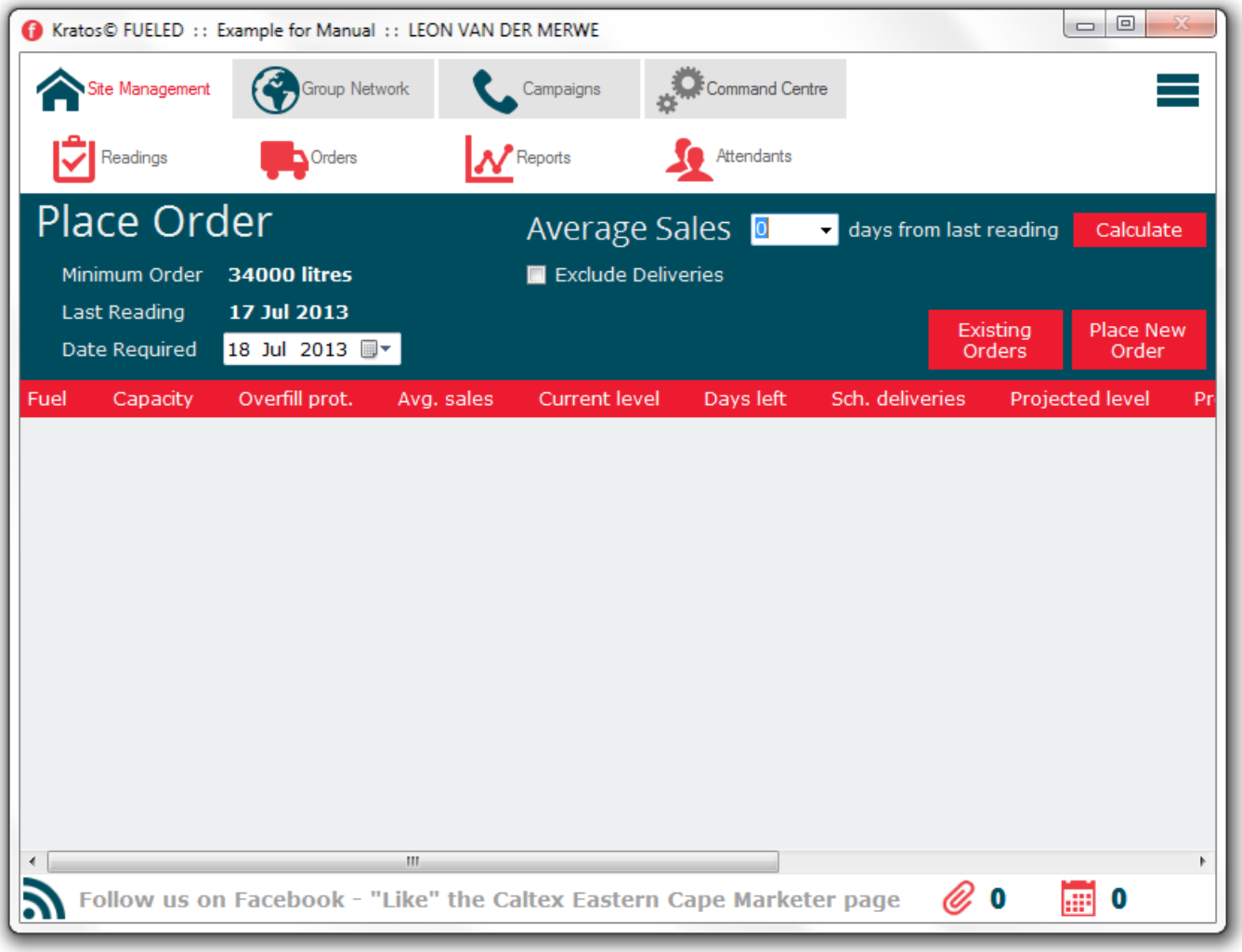
Sign in to Fueled.

Step 2

Click on the Orders button, and then on New Order.



You will now find yourself at the Order interface



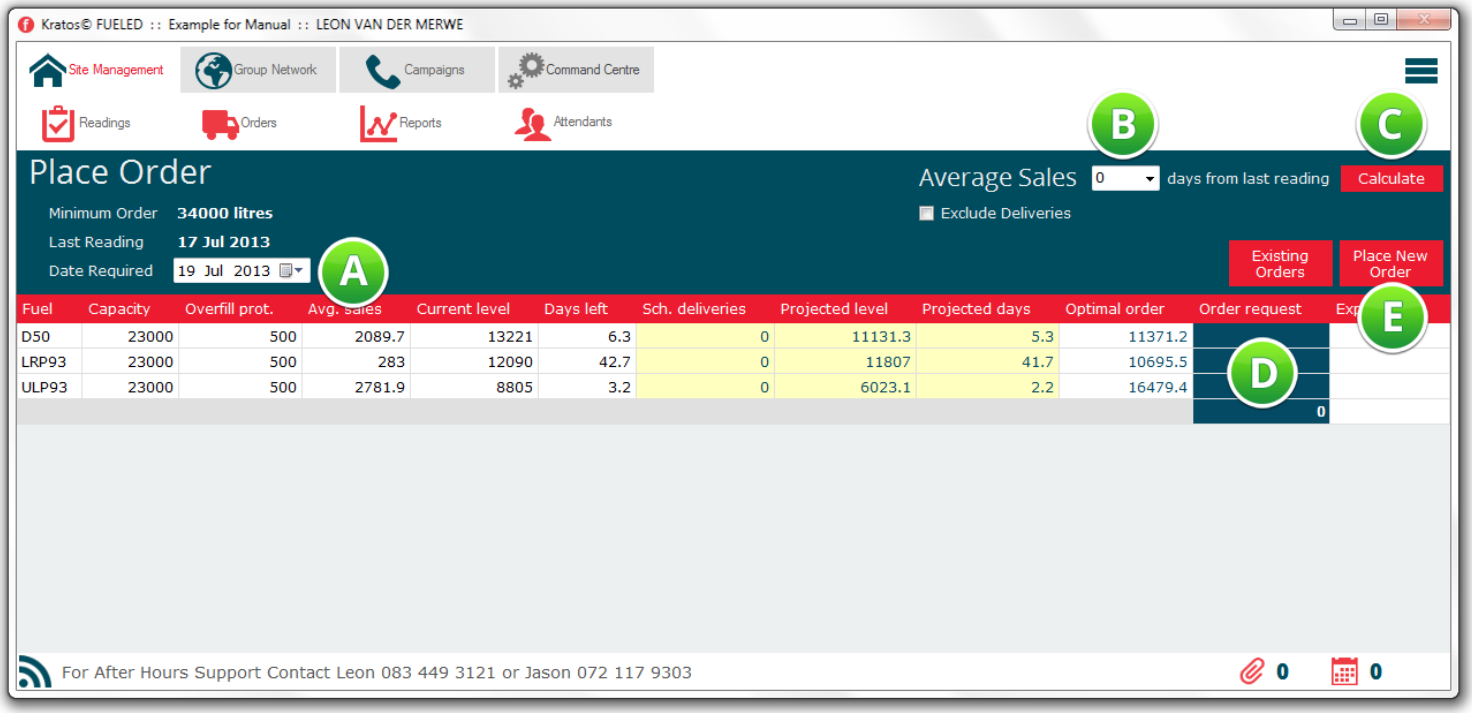
Step 3

Before placing and order, please bear in mind that Fueled MUST BE UP TO DATE.
You will not be able to place an order in Fueled if your Wet Stock records are not up to date.
This is to ensure that CECM have all the relevant information required before scheduling deliveries.

> *Before clicking on* Calculate*, ensure that you first select the date that you require the delivery, and then the Average Sales Days.*

A. Select the date that you require the delivery

B. Select the average sales period you would like to use. Keep in mind that you cannot select an average sales period that is greater than the amount of sales days entered into the system.
In the example, we only have single day's complete sales figures entered into the system, so I must select "1".



C. Click the Calculate button.

You will notice that Fueled has now calculated your Projected Tank Levels as well as a proposed Optimal Order.
This data is calculated based on the average sales period that you inserted as well as the date that you require your delivery.
You must make your own decisions here in terms of quantities as Fueled is simply calculating based on previous movement.
Fueled cannot predict busy periods as the system does not currently have a year's data.

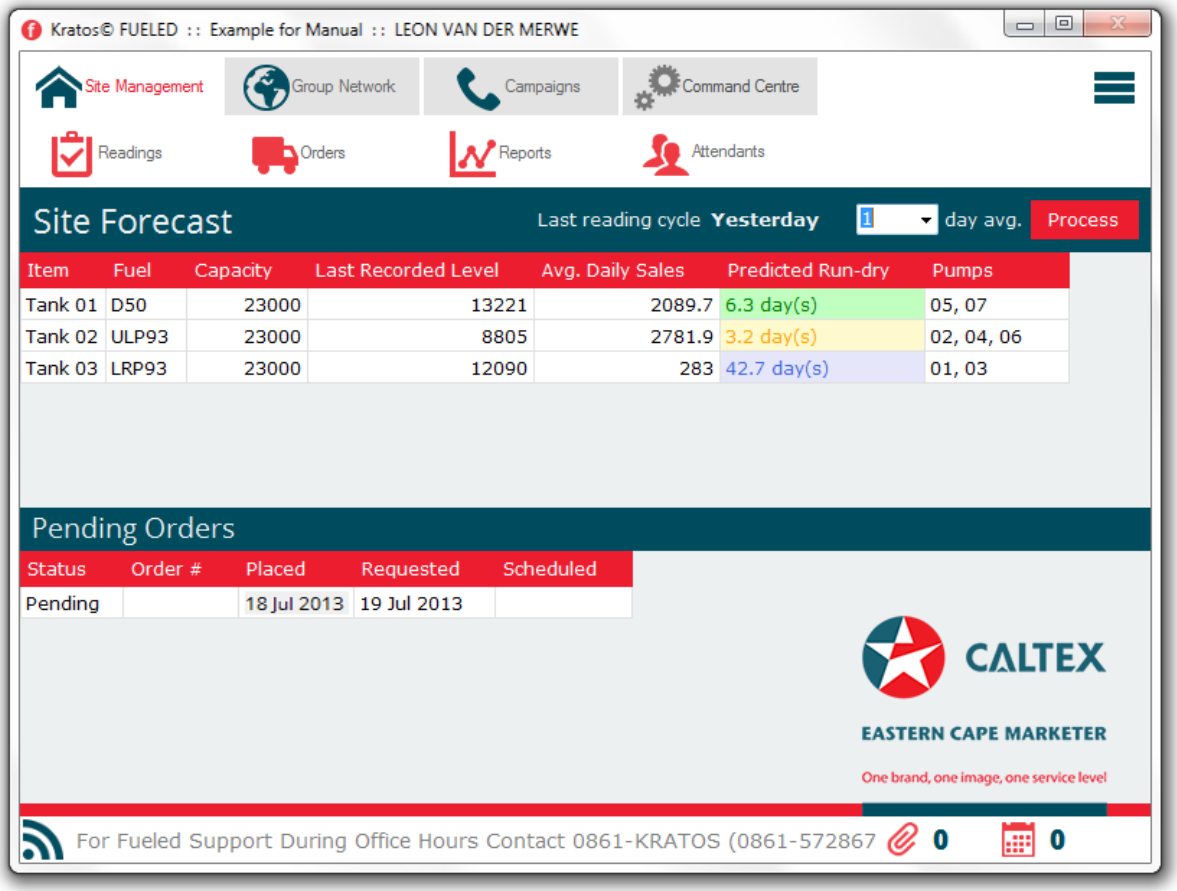
D. Enter your order values in the column named Order Request.

Please take note of the following points:

- If your order value for a particular product is more than the optimal order, Fueled will request that you provide an explanation.
- Furthermore, if your total order is less than your minimum order, Fueled will also require an explanation from you.
- This is purely to ensure that you never order more than will fill your tanks, as well as ensuring that minimal order quantities are achieved.
- Fueled will only warn you. You can always override the warning by supplying a reason.

E. Once you are happy with your order, click the Place New Order button.

Navigate back to the Dealer landing page. Your order will now be listed under Pending Orders.


Kratos© FUELED :: Example for Manual :: LEON VAN DER MERWE
Site Management
Group Network
Campaigns
Command Centre
Readings
Orders
Reports
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Site Forecast
Last reading cycle Yesterday
1
day avg.
Process
Item Fuel Capacity Last Recorded Level Avg. Daily Sales Predicted Run-dry Pumps
Tank 01 D50 23000 13221 2089.7 6.3 day(s) 05, 07
Tank 02 ULP93 23000 8805 2781.9 3.2 day(s) 02, 04, 06
Tank 03 LRP93 23000 12090 283 42.7 day(s) 01, 03
Pending Orders
Status Order # Placed Requested Scheduled
Pending 18 Jul 2013 19 Jul 2013
CALTEX
EASTERN CAPE MARKETER
One brand, one image, one service level
For Fueled Support During Office Hours Contact 0861-KRATOS (0861-572867
0
0

You will notice that order's status is displayed as Pending.
Once CECM accepts your order, you will receive an email notification informing you of such.

Once this happens, the order's status will have changed to Accepted and there will be a date under the Scheduled column.

Pending Orders

Status	Order #	Placed	Requested	Scheduled
Accepted	test Order	18 Jul 2013	19 Jul 2013	19 Jul 2013

Breakdown of the different Status descriptions:

- Pending - The order has been placed by the Dealer and is visible on the CECM system.
- Accepted - The order has been accepted by CECM without any amendments to quantities or delivery dates.
- Edit Pending - CECM has made an amendment to your order. You must first confirm that you accept these changes.

> *To accept an amended order, navigate to the* Existing Orders *page. You also have the option to propose new quantities and/or delivery dates. Once you accept the changes, the order status will change back to* Pending *until CECM accepts the order.*

If you place your order before 11:00am during a normal work day, the status of this order should not remain as Pending after 01:00pm on the same day.
It is recommended that you contact CECM if your order does not change from Pending to Accepted during this time frame.

RECEIVING DELIVERIES

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Deliveries are not received at the time of delivery, but rather when you input the reading cycle during which they were received. Remember, assuming you input your readings every morning at around 8:00am, a reading cycle would be the approximate twenty-four hour period of trade up until the following day's input.

Consider the example below:

18 July, 8:15am
Daily meter readings captured into Fueled and order requested for delivery on 20 July.

18 July, 10:45AM
Order status changed from Pending to Accepted in Fueled

19 July, 8:19am
Daily meter readings captured into Fueled.

20 July, 8:16am
Daily meter readings captured into Fueled.

20 July, 13:56pm
Delivery physically received on site. *You would not yet receive this in Fueled.*

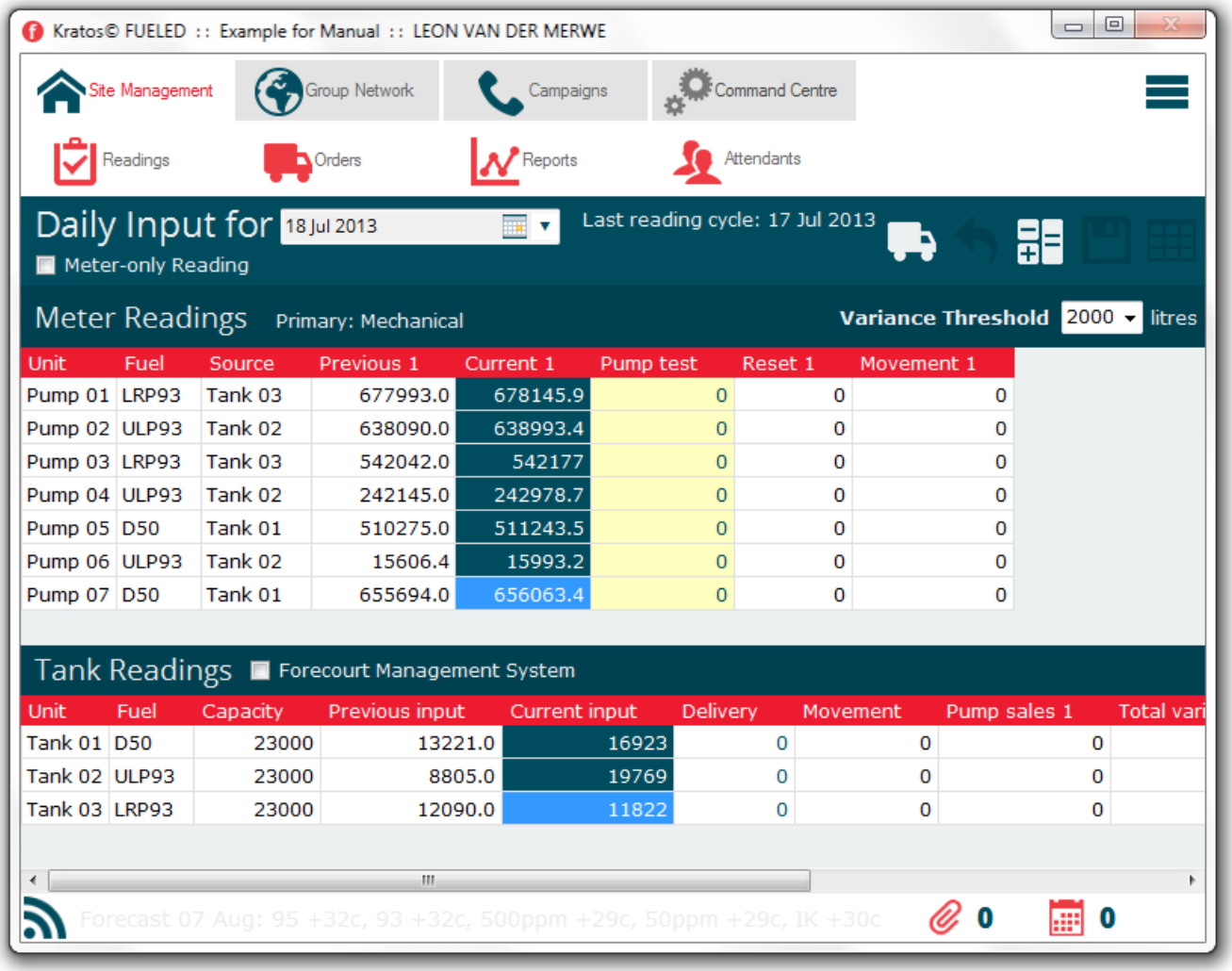
21 July, 8:15am
Daily meter readings captured into Fueled.
It is during THIS daily input that you will receive the delivery that was accepted on 20 July 2013.
The reason for this is that the delivery took place during yesterday's cycle, which is being completed in Fueled today.

Accepting deliveries, Step 1

Complete up to and including **Step 2** as described in Chapter 5 .

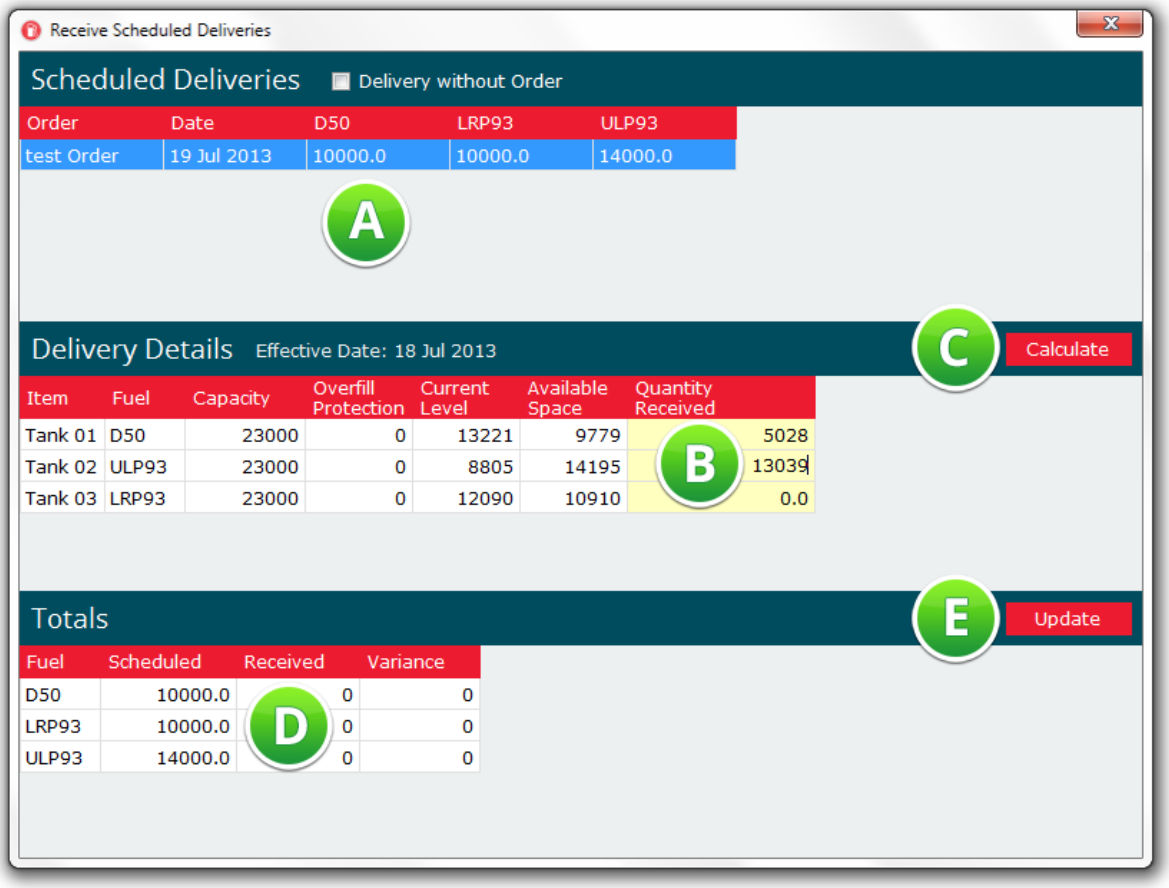
Step 2

Your screen should now look like this:


Kratos© FUELED :: Example for Manual :: LEON VAN DER MERWE
Site Management
Group Network
Campaigns
Command Centre
Readings
Orders
Reports
Attendants
Daily Input for 18 Jul 2013
Last reading cycle: 17 Jul 2013
Meter-only Reading
Meter Readings Primary: Mechanical
Variance Threshold 2000 litres
Unit Fuel Source Previous 1 Current 1 Pump test Reset 1 Movement 1
Pump 01 LRP93 Tank 03 677993.0 678145.9 0 0 0
Pump 02 ULP93 Tank 02 638090.0 638993.4 0 0 0
Pump 03 LRP93 Tank 03 542042.0 542177 0 0 0
Pump 04 ULP93 Tank 02 242145.0 242978.7 0 0 0
Pump 05 D50 Tank 01 510275.0 511243.5 0 0 0
Pump 06 ULP93 Tank 02 15606.4 15993.2 0 0 0
Pump 07 D50 Tank 01 655694.0 656063.4 0 0 0
Tank Readings Forecourt Management System
Unit Fuel Capacity Previous input Current input Delivery Movement Pump sales 1 Total vari
Tank 01 D50 23000 13221.0 16923 0 0 0
Tank 02 ULP93 23000 8805.0 19769 0 0 0
Tank 03 LRP93 23000 12090.0 11822 0 0 0
Forecast 07 Aug: 95 +32c, 93 +32c, 500ppm +29c, 50ppm +29c, IK +30c
0
0

Click on the Receive Fuel Deliveries icon.

The following window will appear



A. Select the relevant order from the list
B. Insert the quantities received under the Quantity Received column
C. Click the Calculate button
D. Any variances will show in the Totals grid
E. Click the Update button. You will be asked if you would like to receive another delivery. Do this if you received more than one delivery on the same day, otherwise select No.

You will now be returned to the Daily Input page.

> *Remember, should you ever make a mistake, you can undo any received deliveries by clicking on the* Undo Deliveries *icon which will enable you to start over.*
>
>
>

Step 3

Continue from Step 3 as described in Chapter 5

SUPPORT

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If you experience any issues with Fueled, please contact Kratos Software on any of the following numbers:

Jason Brent	072 117 9303 (Workdays between 8:00am and 05:00pm)
Leon van der Merwe	083 449 3121 (After Hours Emergencies)